Part Seven

Other Output

Chapter 19

Other Reports Produced

Section I

Daily

19-1. FAO input

a. References:

(1) Program PASAVK.

(2) PCN AVK-009.

(3) Applicable directive: None.

b. Description/purpose of report: To provide an 80/80 listing of all transactions included in the daily FAO input. The listing provides a visual image of the card input and can be used for research.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: This report is automatically prepared on a daily basis.

(b) Due date: Due in FAO 0800 each day.

(c) Retention: 1 month.

(2) Output medium: Microfiche.

d. Action required: None.

e. Report format: See individual input formats.

f. During this program, TA codes will be tested on validity for inclusion in finance processing. Transactions with the following codes will be admitted to finance processing. Transactions with other than the following codes will be identified on the output as "Invalid Input Record" and will be dropped.

AE, AF, AG, AH, AI, AJ, AL, AP, AR, AT, AU, AV, AW, AY, A1, A3, A4, A5, B0, B1, B2, B4, C4, D0, D1, FA1, FB1, FC1, FD1, FF1, FK1, FL1, FS1, F51, F61, F81, F91, GA1, GB1, GC1, GD1, GF1, G51, G61, G81, G91, FAC, CAC, FTZ, N1, M1, TO, W0, Y1, Z1, 1A, 1E, 1K, 1L, 1M, 10, 1P, 1Q, 1R, 1S, 11, 13, 14, 15, 16, 17, 19, 20, 21, 23, 25, 26, 31, 32, 4K, 4L, 40, 41, 42, 43, 44, 51, 52, 53, 54, 55, 56, 57, 58, 6C, 61, 62, 63, 69, 71, FA2, FB2, FC2, FD2, FF2, FK2, FL2, FKS, FS2, GS1, GS2, GA2, GB2, GC2, GD2, GF2, FAE, FAF, FAR, FAS, GAE, GAF, GAR, GAS FTE, FTR, FTS, N3, N4, N5, M2, M3, M4, M5, M6, M7, M8, Y2, Y3, Z2, Z3, KC, M9, N6, FG1, FG2, FJ1, FJ2, FP1, FP2

g. Sequence: Data shown on this report is sorted into the following sequence.

(1) Edit master updates (types M, Y, or Z):

(a) M8, M1, M4, M5 respectively.

(b) Y and Z by customer number.

(c) M2 and M3 by APC.

(d) M6 by fund code.

(e) M9.

(2) Stock fund and nonstock fund funding inquiries (type action N3 and N4*).

(3) Interfund transactions (DIC F/G**):

(a) Detail billing cards (DBCS) are sorted in document number sequence.

(b) Unfunded cost transactions (ZCA and ZCB) follow F/G** DICs.

(4) Corrections to the daily preliminary balance by line number.

(5) Block number (total and details). Within block number, transactions are sorted by type action and further sorted by document number within type action.

(6) Other inquiries:

(a) Appropriation Reimbursement Program Inquiry (N1).

(b) ASF History Inquiry (N5).

(c) Non-ASF History Inquiry (N6).

(7) TFO Control Card (KC) input.

(8) Invalid input records with the following messages:

(a) Invalid input record (DIC type action blank or invalid).

(b) Invalid DSSN (blank in DSSN field of KC card).

h. When multiple DSSNs ("A" in cc 49) are processed, the report is then sequenced by DSSN with a page eject on change. Sequence within DSSN is the same as in g above.

i. When type A or 1 is processed with other than EOR 1010, the input will be changed to 1010 and the change will be noted on the FAO input.

j. Input citing a fund type will be changed to blank and the FAO input will be annotated.

19-2. Master Update Listing/Master Update Error Report

a. References:

(1) Program PBAAVK.

(2) PCN AVK-003, AVK-006.

b. Description/purpose of report: This listing displays the results of changes, additions, or deletions to the master files. The master files are required to edit and maintain purity of the input data to the financial management system. The master files are--

(1) Accounting classification master, file CXWAVK:

(a) Accounting classification.

(b) TFO appropriation limit.

(c) TFO-FSN.

(2) APC, file AXWAVK.

(3) Military personnel expense cost (MLC), file EXWAVK.

(4) Fund code, file BXWAVK.

(5) Appropriation reimbursement program customer, file FXWAVK.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due in FAO by 0800.

(c) Retention: Keep until a complete updated master file listing has been prepared.

(2) Output medium: Microfiche.

d. Action required:

(1) Initially the FAO receives a listing of the entire master files. On submission of a change to these master files, a master update listing is produced that shows the results of the changes, additions, or deletions. As an activity receives the master update listings, it will be filed with their latest complete master file listing. When the master file update listings become so numerous that use is difficult, complete new listings will be requested by the FAO.

(2) On receipt of the Master Update Listing, PCN AVK-003, FAO personnel will perform the following procedures, ensuring that changes, additions, or deletions were properly processed.

(a) Examine TA code cited to be sure that it is M-1 through M-8, Y-1 through Y-4, or Z-1 through Z-4. Examine every field to ensure that it shows the source data input that will indicate the data conversion (keypunch) is correct. Also, ensure that the appropriation agrees with AR 37-100-XX; that the fiscal station agrees with USAFAC's Disbursing the Fiscal Station Numbers Directory; and that the allotment serial number, in the case of specific allotments, agrees with the funding document.

(b) The most important examination to be made in this case is that the subledger number cited is the proper subledger for data under the accounting classification. If the subledger number is incorrect, all data under the cited accounting classification will be posted in the wrong subledger and will be applied to the wrong accounting procedures. When making changes in those cases when the APC master file is being updated, care must be taken to ensure that the APC cited is the proper one to represent the accounting classification cited, and that the activity identifier is correct.

(3) On receipt of the Master Update Error Report, PCN AVK-006, FAO personnel will review errors to determine corrective action. Error codes are listed on the last page of the report.

19-10. Subledger Error List

a. References:

(1) Program PDJAVK.

(2) PCN AVK-033.

(3) Applicable directives:

(a) AR 37-108.

(b) AR 37-111.

(c) AR 37-152.

b. Description/purpose of report: The listing shows transactions that could not be posted to the appropriate subledger during processing. These rejected transactions are recorded in subledger 39 until corrective action is completed.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due in FAO by 0800.

(c) Retention: 1 year.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements: Each transaction must be visually examined to determine the erroneous condition.

(2) Procedures for use: All erroneous transactions must be reversed and corrections processed so that the data will record in the correct subledger.

e. Report format:

(1) Data elements: All elements as originally shown for the appropriate subledger.

(2) Sequence and controls:

(a) Sequence: Document identifier/TA code.

(b) Controls: None.

19-15. TFO Voucher Check

a. References:

(1) Program PDVAVK.

(2) PCN AVK-081.

(3) Applicable directives:

(a) AR 37-103.

(b) AR 37-108.

b. Description/purpose of report: This is a listing of all TFO transactions processed each day. The purpose of this listing is to provide a means of ensuring that all TFO vouchers have been processed and to identify copies required when TFO transmittals are prepared.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due by 0800 of the day following the report date.

(c) Retention: 1 month.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements:

(a) Ensure that the beginning subledger totals agree with the ending subledger totals cited on the most recent previous TFO Voucher Check.

(b) All fiscal copies of vouchers marked "TFO" that show the same accounting date as the TFO Voucher Check listing are pulled from the files and compared to the data shown on the listing. A visual check of each line item on the TFO Voucher Check with each applicable voucher will be made to ensure agreement.

(2) Procedures for use: The accumulated TFO vouchers that have been processed during the current TFO reporting cycle are held until the TFO transmittals are prepared. Vouchers are counted and the count is compared to the number of vouchers cited on the TFO Voucher Check to ensure agreement.

(3) Disposition instructions: Destroy after 1 month.

e. Data source: Subledger files 06, 07, 08, and 10.

f. Report format:

(1) Data elements:

(a) Appropriation (department, fiscal year, basic symbol (BS)).

(b) Limitation.

(c) Allotment (program year, OA, reimbursement designator, allotment serial).

(d) Program/project.

(e) EOR.

(f) FSN.

(g) Voucher number.

(h) Accounting date.

(i) Dollar amount, Army (including OSD limitations 0100 and 1301).

(j) Dollar amount, Air Force.

(k) Dollar amount, Navy.

(l) Dollar amount, other DOD.

(2) Change sequence and controls (major to minor):

(a) Beginning ledger total by TFO category.

(b) Voucher number.

(c) Appropriation total.

(d) Reimbursement designator total.

(e) Fiscal station total.

(f) DSSN total.

(g) Ending ledger totals by TFO category.

19-20. Decentralized Voucher Check

a. References:

(1) Program PDVAVK.

(2) PCN AVK-081.

(3) Applicable directives:

(a) AR 37-103.

(b) AR 37-108.

b. Description/purpose of report: This output is a daily listing that displays the decentralized vouchers processed in a DO's daily activity. The purpose of the output is to provide a means whereby processing of decentralized vouchers can be monitored to ensure that all vouchers have been included and to serve as an aid in identifying the decentralized vouchers so that they may be located, secured together, and held until the transmittals are produced.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due by 0800 of the day following the report date.

(c) Retention: 1 month.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements:

(a) Ensure that the beginning subledger totals agree with the ending subledger totals cited on the most recent previous Decentralized Voucher Check.

(b) Final verification is accomplished by totaling the TFO and Decentralized Voucher Checks together and comparing them with the DO's daily cash records. When differences are found, adjustment input to the decentralized processing must be completed.

(2) Procedures for use: All fiscal copies of voucher marked "Decentralized Station" that show the same accounting date as the Decentralized Voucher Check listing are pulled from the files and compared to determine that none are missing. The examiner will visually check each line item on the Decentralized Voucher Check listing with each voucher to ensure agreement.

(3) Disposition instructions: Destroy after 1 month.

e. Data source: Subledger file 11.

f. Report format:

(1) Data elements:

(a) Appropriation (Department, Fiscal Year, Basic Symbol).

(b) Limitation.

(c) Allotment (Program Year, Operating Agency, Reimbursement Designator, Allotment Serial Number).

(d) Program/Project.

(68) Element of Resource.

(f) Fiscal Station Number.

(g) Voucher number.

(h) Accounting date.

(i) Dollar amount.

(2) Sequence and controls (major to minor):

(a) Beginning subledger total.

(b) TSN.

(c) Voucher Number.

(d) Total details.

(e) Ending subledger totals.

(f) Total number of vouchers.

19-30. Unapplied DO deposits

a. References:

(1) Program PDYAVX.

(2) PCN AVK-0-5 (Unapplied D.O. Deposit)

(3) Applicable directive: AR 37-1

b. Description/purpose of report: This output listing displays the accounting classification that represents each DO deposit account and prints the cumulative disbursements balance forward, cumulative collections balance forward, current day's disbursements and Collections, new cumulative balance forward disbursements, new cumulative collections balance forward, and new net account balance end of processing day. Also shown are the fiscal station identifier of the responsible finance and accounting office and the remitter code relative to each DO deposit account shown. This listing is a detailed analysis of GLAC 2400.

c. Preparation criteria:

(1) Time criteria:
(a) Frequency: Daily.
(b) Due date: Due in FAO by 0800.
(c) Retention: 1 month.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements:

(a) If a disbursement was made without a corresponding collection, the reason must be determined as to why the collection has not been recorded.

(b) If a listing indicates that collections remain unremitted, a decision must be made regarding the remittance.

(c) The current day's disbursements or collections that are shown for each individual deposit account must be validated to the daily DO deposit account entries in DA Form 14-90 (Disbursing Officer's Cash Book).

(d) The listing total for the net account balance column must agree with the GLAC 2400 balance updated by any unposted entries in DA Form 14-90.

e. Inquiry/Dataquery:

(1) DO Deposit transaction. will post to the Non Stock Fund Orders and Payables file (LXGAVK). Users can query detailed transactions by using a N6 inquiry card in the daily cycle and an exception report will be issued on PCN AVK-027. Users can query the NXGAVK and LXGAVK files after the daily cycle is man and the AJUAVK and AX5AVK files after the monthly cycle is run.

f. Report format:

(1) Data elements:

(a) Appropriation (Department, Fiscal Year, Basic symbol, Appropriation Limit).

(b) DSSN.

(c) Fiscal Station Number.

(d) Month (two digits) and day (two digits).

(a) Subledger number.

(f) Remitter code.

(g) Document Reference Number.

(h) Voucher number.

(i) TA code.

(j) Total.

1 Disbursements--balance forward.

2 Disbursements--new balance forward.

3 Collections-balance forward.

4 Collections--new balance forward.

5 New account balance--balance forward.

6 New account balance--new balance forward.

(k) Day, month, and year of listing.

(2) Sequence and controls:

(a) Sequence (major to minor).

1 DO deposit account.

2 Remitter.

(b) Controls (major to minor).
1 Final total.
2 DO deposit account.
3 Remitter.

19-31. DA deposits

a. References:

(1) Program PDLAVK.

(2) PCN AVK-035 (DA Deposit).

b. Description/purpose of report: This report lists all detail transactions applicable to DA deposits by appropriation. The report should be used to assist in the daily reconciliation of accounting records and records sent to DJMS for military Federal and State taxes withheld.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due by 0800 of the day following the report date.

(c) Retention: Until reconciled.

(2) Output medium: Microfiche.

d. Action required:

(1) Procedures for use: This report will be used to assist in the reconciliation of Federal and State taxes as specified in DJMS-Army LOI 78-8-R.

(2) Disposition instructions: Keep in FAO until assured that the DELMARS and DJMS submissions for the month are reconciled.

e. Data source: BXUAVK subledger 15 transactions.

f. Report format:

(1) Data elements:

(a) Appropriation (Department, Fiscal Year, Basic Symbol, Appropriation Limit).

(b) Document number.

(c) Block number.

(d) Disbursing Voucher Number.

(e) TA.

(f) Collections (this day).

(g) Collections (MTD).

(2) Sequence and controls (major to minor):

(a) DSSN.

(b) Appropriation.

(c) Document number.

19-32. Daily Net Disbursements Report

a. References:

(a) Program PDYAVK.

(b) PCN AVK-072.

(c) Applicable directive: AR 37-108, chapter 15, section VIII.

b. Description/purpose of report: This daily report shows the MTD disbursements (net) for all DSSNs processed through STANFINS. It is to be used by both the STANFINS station and supported nonintegrated finance officers to verify and validate processing of disbursement/collection transactions.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due by 0800 of the day following the report date.

(c) Retention: 1 month.

(2) Output medium: Microfiche.

d. Action required:

(1) Procedures for use:

(a) Servicing STANFINS station. Ensure that total MTD net disbursements shown on the report is equal to the net processed MTD disbursements/collections by this station reported on the MTD Automated Financial Control Register by dollar amount (PCN AVK-060). A copy of this report will be provided to each supported nonintegrated FSN.

(b) Supported nonintegrated disbursing officer. The net disbursement total reported for each nonintegrated DSSN is to be reconciled to--

1 The DSSN’s daily block ticket recap of disbursements/ collections.

2 The THIS DATE column of the DSSN's manually prepared Statement of Transactions DSSN worksheet.

(2) Disposition instructions: Destroy after 1 month.

e. Data source: Prepared from daily input data or releases from suspense.

f. Report format:

(1) Date prepared.

(2) DSSN.

(3) MTD net disbursements, dollar amount.

(4) MTD total net disbursements, dollar amount.

g. Sequence and controls: DSSN.

19-40. Process creations

a. References:

(1) Program PDFAVK.

(2) PCN AVK-049.

(3) Applicable directives:

(a) AR 37-12.

(b) AR 37-21.

(c) AR 37-108.

(d) AR 37-111.

(4) Paragraph 2-61 of this manual.

b. Description/purpose of report: This report lists all transactions that have been process created by programs in the daily cycle. These transactions update the various files the same as transactions that are input to the cycle. They are based on various types of input transactions from which it is feasible to create related transactions automatically, thereby minimizing clerical input. This report does not include transactions that are considered to be conversions of the codes and formats of certain input transactions, as described in paragraph 2-61 of this manual. Transactions that are reported in this listing are recorded in the AFCR as process creations and appear in transaction history files with AFCR source code 5 following the TA code, as in "165," "255," etc. (as opposed to AFCR source code 1 for FAO input and code 2 for supply input).

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due in FAO by 0800.

(c) Retention: 2 years.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements and procedures for use: FAO personnel will verify that the total value of transactions in this listing for each TA is in agreement with the value in the PROCESS CREATIONS column of the daily AFCR for the cycle; disagreement indicates program or operations errors. This listing also can be used on a hard-copy transaction register to be used for research purposes.

(2) Disposition instructions: Destroy after 2 years.

e. Report format:

(1) Data elements:

(a) TA and AFCR source code for each transaction.

(b) Block number assigned to each transaction from the input transaction that caused the process created transaction, or in some cases, a constant block number.

(c) Accounting classification to which the transaction is posted.

(d) APC to which the transaction is posted.

(e) Special post project number. Always blank.

(f) Obligation data code (in/out of Government) assigned to the transaction.

(g) Document number assigned to each transaction from the input transaction that caused the process created transaction.

(h) Voucher number from the input transaction, if applicable.

(i) Bill number.

(j) Amount.

(k) FAC assigned to the transaction from the APC edit record.

(l) Flag--not used.

(m) Ledger code to which the transaction is posted.

(n) In the Stock Fund Supply environment, the column headers and data elements for Army Stock Fund transactions differ from the above consumer fund transactions and include data peculiar to the supply transaction format.

(2) Sequence and controls:

(a) Sequence (major to minor):

_1_ TA.

_2_ Document number.

(b) Controls (major to minor)--TA amount total and new page.

f. Criteria for process creating transactions.

(1) Allotments for merged and special open allotment accounts:

(a) A type 2 (obligation) transaction with Ledger code 02 or 05 (from the APC master file) that passes edits is processed and causes an allotment transaction to be process created.

(b) Allotment transactions will not be created when a TA 44 transaction cites an APC with ledger code 02 or 05.

(c) TA source code is 165 and EOR is 0000 from the program.

(d) Block number, FY-APC, accounting class less EOR, obligation data code, document number, voucher number/name, liquidation indicator code, amount, ledger code, and FAC are copied from the edited input type 2 transaction.

(2) Allotments for the Wildlife Conservation Fund:

(a) A type 4 (collection/disbursement) transaction with ledger code 16 (from the FY-APC or accounting classification edit file record) and BS 5095 that passes edits is processed and causes an allotment transaction to be process created.

(b) TA source code is 165, EOR is 0000, and ledger code is 19 from the program. Accounting class less EOR is copied from Installation Unique N202-ACC-5095.

(c) Block number, APC, obligation data code, document number, voucher number, liquidation indicator code, and FAC are copied from the edited input type 4 transaction. The amount is the reverse of that in the input type 4 transaction, so a collection (credit) increases the allotment.

(3) Military personnel expense amounts:

(a) A TA 63 (military personnel expense) transaction with block number that is not MIL and document number of which the last eight positions are not PERS0000 that passes edits becomes nonprocessed and is so accounted for on the AFCR. It is input in terms of pay grade and man-days. A similar transaction is process created in terms of dollar value as well as man-days.

(b) Block number, FY-APC, accounting class with EOR, document number, grade prefix (column 64), and FAC are copied from the edited input TA 63 transaction.

(c) Man-days (columns 65-70) is copied from the amount of the input TA 63 transaction. Amount is calculated by the program. Daily rate is found in a program table, based on the prefix and grade (columns 64-65) in the input TA 63 transaction, and the daily rate is multiplied by the man-days (columns 71-80) in the input TA 63 transaction to obtain the amount.

(d) An input transaction that passes edits and which has a block number MIL or a document number with last eight positions of PERS0000 is processed as a transaction that already has the man-days, amount, and grade prefix determined before input.

(4) Transactions based on input of earned reimbursements:

(a) A TA 51, 52, 53, or 58 transaction (funded or automatic earned reimbursement, etc.) that passes edits is processed and causes transfer transactions to be process created. TA 53 or 58 also process creates orders received transactions A5/IL.

(b) Orders received transaction TA source code is A55 based on input 53 or 58 for CFY OMA/OMAR, or 1L5 based on input 53 or 58 for other than CFY OMA/OMAR. CFY OMA/OMAR is determined by the input fiscal year compared to the program IPL date and by the 8S in the input transaction from the FY-APC edit file record compared to 2020 and 2080.

(c) Orders received transaction EOR is 2600 or 1010 for TA A55, depending on the EOR of the. input transaction (EOR 26** and 31** cause 2600 other EORS cause 1010) . Obligation data code is 1 for TA A55 or blank for TA 1L5 from program constants. Document number is the customer number from the input transaction, followed by a processing month code (01 through 12) from the IPL date obtained by program, followed by the customer number. FAC is blank.

(d) Orders received transaction block number, FY-APC, accounting class less EOR, amount, and ledger code are copied from the edited input 53 or 58 transaction.

(e) Two transactions are process created to transfer the obligations and expenses from the direct category to the funded or automatic reimbursable category, without affecting unliquidated obligations. TA source code is 205.

(f) Transfer transactions based on an input TA 51 transaction have FAC 6 with the amount from the input transaction for one TA 205 and FAC 0 with the reverse of the input amount for the other TA 205. Transactions based on an input TA 52, 53, or 58 transaction have FAC 5 with the amount from the input transaction for one TA 205 and FAC 0 with the reverse of the input amount for the other TA 205. Obligation data code is 1 from a program constant. Document number is the customer number from the input transaction, followed by a processing month code (01 through 12) from the IPL date obtained by program, followed by the customer number.

(g) Transfer transactions block number, FY-APC, accounting class with EOR, and ledger code are copied from the edited input transaction.

(5) Transactions are process created based on an input obligation and expense transaction and the FAC for the FY-APC cited in the input transaction. As detailed in the description of the FAC, input TAs 20, 21, 23, 26, 29, 32, and 61 are involved and FACS 4, 5, 6, 7, and 8. Transactions that are process created are TAs 205, 235, 325, 405, 425, 515, 525, and 555.

(a) TA 205. FY-APC is copied from the cross-reference FY-APC field in the edit file record of the FY-APC cited in the input transaction. Document number is the customer number from the edit file record of the FY-APC cited in the input transaction, followed by a processing month code (01 through 12) from the IPL date obtained by program, followed by the customer number. Obligation data code is 1, liquidation indicator code is blank from program constants. Block number, amount, and man-hours are copied from the edited input transaction. Accounting class less EOR, FAC, and ledger code are copied from the edit file record of the FY-APC assigned to this transaction. EOR 2572 is assigned when the BS in the accounting class is not family housing (7025) or ROTE (2040). EOR 2573 is assigned for family housing when the input transaction EOR is in the civilian personnel expense series (as detailed on the description of EOR) or 2574 for family housing when the input transaction EOR is other than civilian personnel expense. EOR 2586 is assigned for all RDTE.

(b) TA 235. Data elements are the same as for TA 205 described above except that the liquidation indicator code is copied from the input transaction (default for blank input is K).

(C) TA 325. Data elements are the same as for TA 205 described above.

(d) TA 405. Data elements are the same as for TA 205 described above except that the FAC is blank. Voucher number is blank.

(e) TA 425. Document number is the customer number from the edit file record of the FY-APC cited in the input transaction, followed by a processing month code (01 through 12) from the IPL date obtained by program, followed by the customer number. Accounting class less EOR is copied from the billing office accounting class in the FXWAVK edit file record of the customer number in the document of this transaction. EOR is 0000, obligation data code is 1, voucher number is blank, liquidation indicator code is blank, ledger code is 14 from program constants. Block number is copied from the input transaction. APC and FAC are copied from the edited input transaction.

(f) TAs 515 and 525. Block number, FY-APC accounting class, including EOR, amount, and ledger code, are copied from the edited input transaction. Obligation data code is 1 and FAC is blank from program constants. Document number is the customer number for the edit file record of the FY-APC cited in the input transaction, followed by the first eight positions of the document number of the input transaction. Voucher number is the last six positions of the document number of the input transaction.

(g) TA 555. Data elements are the same as for TAs 515 and 525 described above except that the amount is the reverse of the amount in the input transaction.

19-41. Daily Transactions by Others (TBO) Balance List

a. References:

(1) Program PB6AVK.

(2) PCN AVK-045.

(3) Applicable directive: AR 37-108.

b. Description/purpose of report: The purpose of the Daily TBO Balance List is to show the results of matching KC cards against detail transactions (TAs 41, B1, D1, 4L) related to a specific transmittal number, appropriation (department, FY, BS, limitation), reimbursement designator, and FSN except on appropriation 1080 (MAP) when only the last position of the limitation is compared. TBO transactions are entered in daily processing together with KC cards. The block total card related to the detail transactions must contain the same transmittal number shown on the KC card. When a difference exists between the amount of the KC card and the total of related transactions, the Daily TBO Balance List will show the out-of-balance condition until corrected. In the event a balanced condition is not obtained by the end of the month, the difference between the KC card the the detail transactions will be transferred to OA 99 by STANFINS on the Summary Transfer Voucher.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due by 0800 of the day following the report date.

(c) Retention: 1 month.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements: Check the data shown in the report to see that all TBO transmittals have been entered.

(2) Procedures for use: The report will be analyzed each day to determine cause of out-of-balance conditions. Primary causes may be lost cards, erroneous transmittal number on block total card, wrong TA code, or rejected vouchers. Corrective action will be initiated expeditiously to prevent a buildup of out-of-balance transactions.

(3) Disposition instructions: Keep one copy in the accounting branch.

e. Report format: Sequence (major to minor).

(1) Transmittal number.

(2) Department.

(3) FY.

(4) BS.

(5) Limitation (if BS is 1080, control is only on each position of limitation).

(6) Reimbursement designator.

(7) FSN.

Section II

Weekly

19-45. Decentralized Accounts Report

a. References:

(1) Program PF7AVK.

(2) PCN AVK-153.

(3) Applicable directives:

(a) AR 37-103.

(b) AR 37-108.

b. Description/purpose of report: This report output is required weekly to transmit the disbursement and collection vouchers to the decentralized accounting offices for inclusion in their accounting records. The transmittal report displays the summary of amounts paid and/or collected by appropriation and reimbursement designator.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Weekly.

(b) Due date: Due in FAO by 0800 on Friday.

(c) Retention: 2 years.

(2) Output medium: Five-part 1413 paper.

d. Action required:

(1) Validation requirements:

(a) The decentralized voucher check listing citing the corresponding closing date as the date of the transmittal along with all decentralized vouchers accumulated during the applicable week of processing are taken from the files.

(b) The grand total for collections is deducted from the grand total of disbursements as shown on the transmittal report to arrive at net disbursements that are in turn compared to the ending report to date as cited on the latest decentralized voucher check as referred to in d(1)(a) above. When net disbursements are in agreement with ending report to date, the transmittal is considered to be verified in total. If these amounts are not in agreement, the decentralized vouchers must be reviewed to determine whether all applicable vouchers have been processed by the computer.

(c) The fiscal copies of the decentralized vouchers that are to be transmitted are separated by disbursements and collections within appropriation. Dollar amount totals as derived for the disbursements and collections within each appropriation are tabulated and must be in agreement with the totals cited on the transmittal.

(2) Procedures for use: After the above validation has been accomplished, the transmittal listing will be sent with the ICAR package to the supervisory accounts office. A copy of each disbursement and collection document is dispatched with the transmittal listing to the decentralized station.

(3) Disposition instructions: Destroy after 2 years.

e. Report format:

(1) Data elements:

(a) DSSN of paying finance and accounting office.

(b) Pay installation and location.

(c) Period covered by report.

(d) Report date.

(e) Appropriation (department, fiscal year, BS).

(f) Limitation.

(g) Program year/OA.

(h) Reimbursement designator.

(i) Allotment serial number.

(j) Project.

(k) EOR.

(l) FSN.

(m) Month.

(n) Day.

(o) Year.

(p) Ledger code.

(q) Document number.

(r) DOV number.

(s) Block.

(t) TA code.

(u) Amount.

(2) Sequence and controls:

(a) Sequence (major to minor):

1 FSN.

2 OA.

3 Department, fund type, fiscal year, BS (appropriation).

4 Reimbursement designator.

5 Project.

6 DOV number.

(b) Controls (major to minor):

1 DSSN.

2 FSN.

3 OA.

4 Appropriation.

5 Reimbursement designator.

Output Card Format, Decentralized Accounts

Column	Description	Remarks
1-2	Department	
3	Blank	
4	Fiscal year	
5-8	BS	
9-12	Limitation	
13	Program year	
14-15	Operating agency	
16	Reimbursement designator	
17-20	Allotment serial	
21-31	Filler	Constant zeros
32-37	FSN	
38-39	Blank	
40-52	Amount	
53-61	Blank	
62-63	DO month	
64-65	Blank	
66	DO year	
67-68	Accounts office	
69	DO department	
70-73	Disbursement station	
74	Feeder data source code	Constant "J"
75	Blank	
76	Feeder data type code	Constant "M"
77-78	Accounting month	
79	Accounting year	
80	Blank	

19-52. Weekly Split-out Exception Listing

a. References:

(1) Program PFQAVK.

(2) PCN AVK-114.

(3) Applicable directive: None.

b. Description/purpose of report: This report provides the FAO an exception listing for items in either the Expense Ledger (EXUAVK) or the Weekly Details File (AXZAVK) that fail to match an APC in the Accounting Processing Code Edit Master File (AXWAVK).

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: This report is automatically prepared on a weekly basis if a no-match occurs.

(b) Due date: Due in FAO by 0800 of the first workday following the report date.

(c) Retention: Until a satisfactory reconciliation is affected.

(2) Output medium: Microfiche.

d. Action required: All exceptions should be resolved and corrections input in the next daily cycle.

e. Report format:

(1) Data elements:

(a) FY.

(b) APC.

(c) EOR.

(d) TA-AFCR code.

(e) Originating file.

(2) Sequence and controls:

(a) Sequence:

_1_ APC.

2 FY
3 EOR
4 TA-AFCR Code

(b) Controls: None.

Section IV

Monthly

19-71. RCS CSFOR 78 Civilian Manpower Utilization and Requirements Feeder Report. Effective 1 October 1995, this report is eliminated.

For information on civilian and firefighter manmonth computation, go to Chapter 15, Page 15-46

Next page is 19-33. Next valid paragraph is 19-80

4 Section 6.

a TDA code (RA).

b Section.

c Appropriation.

d OA.

e Allotment serial.

f EOR.

19-80. Restore Edit Files

a. References:

(1) Program PNHAVK.

(2) PCN AVK-221.

(3) Applicable directives. All regulations used as source of data to establish edit masters.

b. Description/purpose of report: This furnishes current listings of all edit master files.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Monthly.

(b) Due date: Due before start of new month's business.

(c) Retention: Until new listing is prepared.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements: Compare to old listings plus additions, deletions, and changes processed during the interim period.

(2) Procedures for use: Will be used as source of data for coding all financial transactions.

(3) Disposition instructions: Destroy after new listing is verified.

e. Report format:

(1) Data elements:

(a) Fund code master.

1 Add/delete code.

2 Fund code.

3 Department.

4 Fiscal year.

5 BS.

6 Limitation.

7 OA.

8 Allotment serial.

9 Project.

10 FSN.

11 Subledger code.

(b) Accounting classification master.

1 Add/delete code.

2 Accounting classification (less EOR).

3 Record control number (MAP).

4 Subsidiary ledger.

(c) Military labor postmaster.

1 Add/delete code.

2 UIC (last four digits).

3 Code to indicate if cost is recorded.

a TOE costed.

b Not costed.

c TD costed.

(2) Sequence (major to minor):

(a) Fund code master: Fund code.

(b) Accounting classification master: Accounting classification (less EOR).

(c) Military labor postmaster. UIC code.

(3) Controls: Eject or last master of each file.

(4) Special characters:

(a) Character "#" printed in add/delete code, column 6, signifies duplicate record dropped from file.

(b) Character "Q" printed in add/delete code, column 6, signifies out-of-sequence record dropped from file.

19-91. RCS CSCFA-239 (International Balance of Payments) with report cards

a. References:

(1) Program PPEAVK.

(2) PCN AVK-320.

(3) Applicable directives:

(a) AR 37-103.

(b) AR 37-109.

b. Description/purpose of report: This report provides information required by the Departments of Defense, Commerce, and Treasury for the effective management and control of the international balance of payments (IBP) and other foreign financial affairs.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Quarterly (in monthly cycle date control).

(b) Due date: Due in FAO by 0800 on the 12th calendar day after the end of the quarter.

(c) Retention: 2 years.

(2) Output medium: Five-part 1413 paper and cards.

d. Action required:

(1) Validation requirements: When subject report is received in FAO, the following verification will be completed:

(a) The total of the IBP transactions plus the non-IBP disbursements and collections must equal the total net change in cash accountability for the 3 months being reported.

(b) Disbursement and collection items reported pertaining to contractors must show a contractor identification code A or F.

(c) All transactions appearing in part IV of the IBP report must show the supplemental data identifier as explained below.

(2) Procedures for use:

(a) This report is required of each DO who prepares a Statement of Accountability. Nonintegrated DOS will prepare part IV only, unless additional instructions are extended by the servicing supervisory accounts office.

(b) The report is prepared in the following parts:

_1_ Part I. Disbursements, Net of Refunds.

_2_ Part II. Reimbursements, Net of Repayments.

_3_ Part III. Receipt Accounts.

_4_ Part IV. Supplemental Data.

(c) Supplemental data codes used in part IV are explained below.

_1_ Code 1. Total amounts of pay checks mailed to a U.S. address, by pay appropriation and country of employee residence.

_2_ Code 2. Returns to the United States of U.S. end-product expenditures for materiel manufactured or produced in the United States.

_3_ Code 3. Returns to the United States of U.S. service expenditures performed in the United States.

_4_ Code 4. Returns to the United States of U.S. transportation expenditures for transportation furnished by U.S. carriers.

_5_ Code 5. Receipts arising from barter agreements with Commodity Credit Corporation (CCC) will be reported in total only citing country code WW.

6 Code 6. Amount of allotments deducted and treated as droppage on military personnel payroll vouchers.

(d) Special data codes used to identify certain types of transactions are explained below.

1 Code A. Payments made to U.S. contractors.

2 Code B. Identification of Air Force travel.

3 Code F. Payments made to foreign contractors.

4 Code M. Payments for Agency for International Development (AID).

(3) Disposition instructions: Destroy after 2 years.

e. Report format:

(1) Data elements:

(a) Department.

(b) Fiscal year.

(c) BS.

(d) Limitation.

(e) Program year (for PEMA).

(f) OA.

(g) Reimbursement designator.

(h) Source code.

(i) Program/subprogram/project.

(j) EOR (object class).

(k) Country.

(l) Amount.

(m) Supplemental data code (see general description for part IV).

(n) Special data code.

(o) Accounts office.

(p) Accounting data.

(2) Sequence and controls (major to minor):

(a) Reimbursement designator.

(b) Department.

(c) BS.

(d) Fiscal year.

(e) Limitation.

(f) OA.

(g) Budget program.

(h) EOR (object class).

(i) Source code.

(j) Country code.

Output Card Format, RCS CSCFA-239 (International Balance of Payments)

Column	Description	Remarks
1-2	Department	
3	Blank	
4	Fiscal year	
5-8	BS	
9-12	Limitation	
13	Program year	
14-15	Operating agency	If not applicable, zero fill.
16	Reimbursement designator	
17	Blank	
18-20	Source code	

Column	Description	Remarks
21-24	Major program/subprogram/project	
25-28	Blank	
29-31	EOR	First three digits except EORs 110, 120, 140, 150, 160, 170, 180, 190, and 280, which are reported at the two-digit level.
32-37	Blank	
38-39	Country code	
40-41	Blank	
42-52	Amount	Credit X (when required) in column 52.
53	Blank	
54	Supplemental data code	
55	Special data code	
56-66	Blank	
67-68	Accounts office	
69	Blank	
70-73	DSSN	
74	Feeder data source code	Constant "9"
75	Blank	
76	Feeder data type code	Constant "8"
77-78	Accounting month	
79	Accounting year	
80	Blank	

19-92. SAILS Stock Fund Disbursement Collection Listing

a. References:

(1) Program PL2AVK.

(2) PCN AVK-269.

(3) Applicable directive: AR 37-108,

b. Description/purpose of report: This report shows SAILS Stock Fund disbursements and collections processed through STANFINS during the month.

c. Preparation criteria: This report is prepared monthly from data in the BXUAVK Subledger 27.

(1) Time criteria:

(a) Frequency: Monthly.

(b) Due date: Due by 0800 of the third workday of each month.

(c) Retention: A copy will be kept by the FAO for 1 year,

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements: Report will be sent to stock fund accounting for use in reconciling stock fund cash disbursements and collections.

(2) Procedures for use: Disbursements and collections will be compared against totals of ZL cards passed from STANFINS to SAILS.

(3) Values will be compared to RCS CSCFA-181 cards from SAILS.

(4) Disposition instructions: 1 year.

e. Report format:

(1) Appropriation limit FSN.

(2) Reimbursement designator code.

(3) By us.

(4) By others.

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19-97. M9 Exception/Error Listing

a. References:

(1) Program PBAAVK.

(2) PCN AVK-012.

(3) Applicable directive: None.

b. Description/purpose of report: The M9 Exception/Error Listing applies to those installations where SAILS has been installed. When an attempt is made to update the APC/UIC Master File (SAILS) with an M9 card in the format shown on page B3-8 and such update does not meet edit criteria, the M9 card will print out on this listing as an exception. All M9 input are matched initially against the APC Master File to determine validity of the APC entered in the M9 card. When the APC in the M9 card does not match an APC in the AXWAVK, an exception condition is indicated on the M9 Exception/Error Listing and a ZIG card is not created. Error code 7 reflects this condition.

c. Preparation criteria:

(1) Time criteria:

(a) Frequency: Daily.

(b) Due date: Due by 0800 of the day following the report date.

(c) Retention: As determined locally.

(2) Output medium: Microfiche.

d. Action required:

(1) Validation requirements: See b above and d(2) below.

(2) Procedures for use: Determine reason for rejection of M9 card. Prepare new M9 card with correct data and enter in next daily cycle.

(3) Disposition instructions: As determined locally.

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Section VI

As Required

19-100. Financial Management Plan for Emergency Conditions (FMPEC)

a. References:

(1) As-required cycle AVKR15, Creation of Mobilization Tape.

(2) As-required cycle AVKR16, Extraction from Mobilization Tape.

(3) Continuity of Operations (COOP) Program.

(4) TM 18-1-B-AVK (STANFINS Computer Operation Manual), pages 3-25.1 through 3-26.10.

b. Description/purpose of FMPEC operations: Under provisions of the FMPEC and ACSC-FSS message 0309307 Nov 80, subject: STANFINS (CO1) Special Instructions for Job AVKR15, 12 data processing installations (DPIs) are using STANFINS as-required cycle AVKR15 to consolidate and ship accounting records to USAFAC. These 12 sites are --

DPI	DSSN
266th TFC, Europe	6333
5th CFG	6458
VII Corps Regional FAO	5575
7th MEDCOM	6499
45th FSU	5460
FAO Zweibruecken	5498
10th FSU	6335
127th FSU	5499
USA Sup CMD, Hawaii	6358
USAFAO	6350
175th FAO (EAFC-FO) Korea	6411
193d INFBDE, Panama	6342

This program copies the following files onto one or more magnetic tapes.

File ID	File descriptive title
QUAAVK	Control Card
A14ATH	Uniques
AXUAVK	Sub Led 1-27
FXUAVK	Sub Led 32 IBP
GXUAVK	Sub Led 39 Error
HXUAVK	ASF Control Led
JXUAVK	Unapp Dish Off Dep
KXUAVK	Auto Fin Cntl Reg
AXWAVK	Acct Proc Code Mstr
BXWAVK	Fund Code Mstr
CXWAVK	Acct Class Mstr
EXWAVK	Mil Personnel Mstr
FXWAVK	Customer Mstr
BXGAVK	Supply Suspense
EXGAVK	Blk Bal Susp Total
FXGAVK	FS/GS Summary
GXGAVK	1997/1998 Suspense
HXGAVK	ARP Det Trans
JXGAVK	TBO Balance
LXGAVK	NSF Undel Orders
NXGAVK	NSF Cum Open Hist
AXZAVK	Research Weekly
AX5AVK	NSF Closed Hist
AJUAVK	General Led Hist
AXLAVK	ASF Undel Orders
BXLAVK	ASF Excess Control
CXLAVK	Curr Month Trans
AX2AVK	SF Closed Hist
AX4AVK	Acct Pay Followup

This action is completed on a monthly basis by the servicing DPI and should be included on the FAO's schedule each month. In the event of an actual emergency condition arising before the end of the month, the affected FAO is responsible for taking action to see that AVKR15 is run and the resulting tapes shipped to the Commander, USAFAC, ATTN:\\FINCH-HB, Indianapolis, IN\\46249-0601, if time permits.

c. COOP program: Installations not currently required to produce consolidated tapes for FMPEC purposes are encouraged to explore the possibility of using AVKR15 and AVKR16 in conjunction with the local DPI's COOP program.

PAGES 19-50 THROUGH 19-53 NOT USED